

PAYA - Payment Approval List

This screen displays a list of all payments waiting for approval by the worker assigned to the client. Both invoiced and non-invoiced payments are approved on this screen. Workers also have the ability to deny payments. Any payment highlighted in pink indicates that the payment is incomplete and modification procedures must be completed.

CAFSPAYA		PAYMENT APPROVAL LIST				07/06/2016		9:10	
USER ID : C74142SW						PAGE NO:		1	
STATUS INQUIRY: X		NOT APPROVED		APPROVED		DENY		ALL USER ID:	
TO SELECT, ENTER I=INQUIRE, A=APPROVE, U=UNAPPROVE, M=MODIFY(ADJUST), OR D=DENY									
PAY		SVC		SERVICE UNIT					
S	AGE	NAME	PROVIDER	CODE	BEGIN DT	END DT	NO	TYP	RATE
U	0660	ALMOND, ANNAB	SIGMOND	PFRS1	10/01/14	10/30/14	30	DAY	18.46
U	1273	PIPER, PETER	JESTERFH	SCALL	01/10/13	01/10/13	1	SEM	200.00
U	0660	PIPER, PETER	JESTERFH	PFRS1	10/01/14	10/31/14	31	DAY	21.96
U	0663	ALMOND, ADAM	FINKLEFH	SUPAA	08/01/14	08/30/14	1	DAY	150.00
U	1282	COTTON, CARLA	BRADYB	SOSSP	01/01/13	01/01/13	1	DAY	150.00
U	1039	ALMOND, ANNAB	SIGMOND	PFRS1	09/01/13	06/30/14	303	DAY	18.12
U	1039	ALMOND, ANNAB	SIGMOND	PFRS1	07/01/14	07/31/14	31	DAY	18.12
U	0783	BUNDLE, BRIAN	SIGMOND	STRNX	02/02/14	02/02/14	1	DAY	3.13
U	0871	EGGBERT, ELIS	WINKLERF	STRNE	02/16/14	02/16/14	1	DAY	15.00
U	0754	BARKLEY, BRAD	FINKLEFH	SCALL	06/13/14	06/13/14	1	SEM	200.00
U	0321	ALLEN, ALICE	FINKLEFH	SCALL	01/01/15	01/01/15	1	SEM	200.00
U	0660	WINKLER, WEND	REDHM	PFRS1	10/01/14	10/31/14	31	DAY	18.46
U	0917	WALKER, WAYNE	FINKLEFH	PFRS1	01/01/14	06/30/14	181	DAY	18.12
U	0660	BROCKLEBANK,	GOLDENFH	PFRS1	10/01/14	10/31/14	31	DAY	18.46
PINK INDICATES AN INCOMPLETE PAYMENT.									
PATH: _									

Field Descriptions (F12) indicates code lookup is available.

STATUS INQUIRY: NOT APPROVED

This field will be the default selection when the screen is initially accessed. All payments that are currently in UNAPPROVED or INCOMPLETE status will display on the screen if this selection is marked.

STATUS INQUIRY: APPROVED

All payments that are currently in APPROVED status will display on the screen if this selection is marked.

STATUS INQUIRY: DENY

All payments that are currently in DENIED status will display on the screen if this selection is marked.

STATUS INQUIRY: ALL

All payments that are currently in UNAPPROVED, INCOMPLETE, APPROVED or DENIED status will display on the screen if this selection is marked.

USER ID

This field will default to the C# of the worker accessing the screen. *If you have the appropriate security, you can access another worker's PAYA screen by manually entering their C# in this field. For example, supervisor's have access to PAYA for their worker's.*

SEL

Enter "I" if you want to inquire on a payment, "A" if you want to approve a payment, "U" if you want to unapproved a payment, "M" if you want to modify a payment or "D" if you want to deny a payment. *Payments that are in INCOMPLETE status cannot be approved. A payment must be in UNAPPROVED status in order to modify.*

PAY AGE

This field will display how old the payment is. The number of days is calculated by the current date minus the date the payment was created.

NAME

This field will display the name of the client that the payment is on behalf of.

PROVIDER

This field will display the name of the provider who is going to receive the payment.

SVC CODE (F12)

This field will display the service code that is being paid on the payment.

SERVICE UNIT BEGIN DATE

This field will display the start date of the payment.

SERVICE UNIT END DATE

This field will display the end date of the payment.

NO

This field will display the total number of units that are associated to the payment.

TYP (TYP)

This field will display the unit type that is associated to the payment.

RATE

This field will display the unit rate that is associated to the payment.

Additional Information

Incomplete payments will default to the top of PAYA and will be displayed in pink. An incomplete payment indicates that modifications were initiated on the payment, but were not completed. Select the payment with an “M” to modify and complete the modification steps on the CBPD (Client-Based Payment Detail) screen.

There will be several edits checked prior to the system allowing approval of a payment – provider license, service date spans, etc. If an error is received, the issue identified in the error must be addressed before payment approval will be allowed.